

GRAPHIC DESIGN REQUEST FORM

Email form and supporting materials to kfarlowe@uga.edu



UNIVERSITY OF
GEORGIA
School of Social Work

Please allow at least two weeks for designing a new project (such as a flyer, poster, banner or ad) and one week for updating an existing project. Larger projects will take additional time as needed.

NAME:

DEPARTMENT/PROGRAM:

PROJECT TITLE:

DUE DATE:

PROJECT DETAILS

New Project

Updated Project (updating a project that has previously been designed)

Job Type

Ad

Banner

Brochure

Booklet

Flyer

Invitation

Logo

Magazine

Postcard

Poster

Program

Signage

Web page items

Other (specify)

Size

Discuss with designer

8.5" x 11"

4.25" x 11" (half-page vertical)

5.5" x 8.5" (half-page horiz.)

8.5" x 14" (legal)

11" x 17" (tabloid)

4.25" x 6.5" (Bulldog printing postcard)

5" x 7"

Other (specify)

Color

Full color

Black & White

What would you like designed?

ATTACH ANY TEXT AND/OR IMAGES THAT YOU WOULD LIKE INCLUDED

Text: Word document or PDF.

Image(s): Images should be sent **as an email attachment or on a flash drive**. Do not insert the image into the body of the email or document.

Print or Print/Web: At least 300 dpi or very large, such as 8" x 10". If you are taking pictures for a project, set your camera to the largest picture size with the largest megapixels (M or MP) before you shoot.

Web Only: At least 150 dpi or not smaller than 4" x 6".